

**City of Key West Planning Department
3140 Flagler Avenue, Key West, FL 33040
(305)-809-3720**



Petition for Vacation of City Property

**City of Key West
Planning Department**

This application and all required attachments must be submitted to the City Planning Department at 604 Simonton St., or mailed to Planning Department, City of Key West, PO Box 1409, Key West, FL 33041.

Please schedule an appointment with a planner upon submitting application.

Please complete the following:

1. Site Address _____
2. Name of Applicant _____
3. Applicant is Owner _____ Authorized Representative _____
(Attached Authorization Form must be completed)
4. Address of Applicant _____

5. Phone Number of Applicant _____
6. Name of Owner, if different than above _____
7. Address of Owner _____
8. Phone Number of Owner _____
9. Parcel RE# _____
10. Description of specific location of requested Vacation. Also by separate attachment provide proposed legal description for property to be vacated.

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11. Description of current use(s) of property.

12. Projected/future use(s) or re-use(s) of requested property (Please be specific)

13. Are there any existing easements, deed restrictions or other encumbrances attached to the subject property? Yes _____ No _____ If Yes, please describe and attach relevant documents.

14. Please describe the projected impacts of the proposed vacation on public services now and in the future.

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15. Please describe the impact on adjacent properties as well as major areas or land uses currently benefiting from a public service or system that uses the subject easement or right-of-way.

The following items must be included with this application:

- ❖ Copy of a **recorded warranty deed** showing ownership and a legal description of the subject property
- ❖ Two (2) **signed and sealed** site surveys illustrating buildings and structures existing on property, as well as area of request
- ❖ Photographs of area of requested vacating of property
- ❖ Application fee --**\$1,000.00** payable to the City of Key West
- ❖ Fire Department Review Fee of **\$50.00**.
- ❖ Advertising and Noticing Fee of **\$100.00**.
- ❖ Notarized Verification Form
- ❖ Notarized Authorization Form (if applicable)